

OUR TABLE HOLIDAY CRAFT FAIR AND NIGHT MARKET

VENDOR RULES AND INFORMATION

EVENT DATE: Saturday, December 3rd, 2022

EVENT TIME: 3PM to 7PM

BOOTH RENTAL: \$80 FULL TABLE // \$50 HALF-TABLE *Payment due November 21st, 2022*

- Tables are 8 ft. L x 3 ft. W.
- Please bring your own table coverings and décor.
- We encourage you to bring your own signage and marketing materials.
- Half-tables – Vendors will be paired with a booth partner at the discretion of the Our Table Event Staff.
- Please check in with the Event Staff when you arrive to load-in for your booth location.

****There are a limited number of booths available for this event. OTC reserves the right to approve/deny applicants at their own discretion. ****

MERCHANDISE:

- All merchandise/products MUST be approved OTC prior to the event date.
- Please include a detailed list of products to events@ourtable.us for approval.
- We reserve the right to reject any product without cause.
 - Guidelines:
 - All items must be hand-made and family friendly
 - No resale of mass-produced items.
 - No direct sales.
 - No weapons, hazardous materials, drugs or paraphernalia, or otherwise unsafe products.

VENDOR REQUIREMENTS:

- Vendors are responsible for their own sales. Please bring a cash box to make change as well as your own card reader system (if you choose to accept debit/credit cards)
- OTC will provide access to our WiFi for the duration of the event.
- The pavilion will be covered, heated, and have lighting. There are no outlets available for vendors.
- Please bring bags or packaging for your items you sale, these will not be provided by OTC.

Load-In / Parking / Load-Out:

- **Load In:** Please arrive between 1PM-2PM, Saturday, December 3rd. You may unload near our docking station which is close to our covered pavilion event space.
- **Parking:** After unloading, please follow Event Staff directions to the vendor parking area.
- **Load Out: Between 7:30PM and 9PM after the conclusion of the event. (NO load-out before 7PM)** You may get your vehicle from vendor parking area and load-out back at the docking station. Follow event staff directions and please be courteous of staff, customers, and other vendors.
- Please report total sales to Event Coordinator: events@ourtable.us

If you have any additional questions, please contact us at events@ourtable.us.